



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

| | |
|--------------------------|---------------------------------|
| Class Title | Water Quality Technician |
| Class Code Number | 4150 |

General Statement of Duties

Performs a variety of chemical, physical, and microbiological analyses involved in the testing of City water and wastewater; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of chemical, physical, and microbiological analyses involved in the testing of City water and wastewater. The work is performed under the supervision and direction of the Water Quality Supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in laboratory, water, and wastewater facilities, and in the field, with exposure to hazardous materials.

Examples of Essential Work (Illustrative Only)

- Tests and analyzes water and wastewater samples in a timely and safe manner, including prioritizing and preparing samples, following standard operating procedures for each analysis performed and participating in the development of new testing procedures;
- Performs field collection of liquid samples, including gathering plant operations and potable water samples in addition to providing training to facility personnel regarding appropriate sampling and laboratory testing procedures;
- Compiles and records generated test data, including preparing various records and reports related to water quality regulatory monitoring, processing control requirements, interpreting laboratory

- test results, entering pertinent data into computer database, and coordinating necessary treatment operations with plant personnel;
- Performs standardized Quality Assurance and Quality Control procedures, including preparing in-house and outside standard solutions, performing testing for various governmental agencies, and providing legally defensible test results;
- Reports changes, trends, and violations in plant processes to prevent damage to plant equipment, environment, and public health;
- Cleans, maintains, and calibrates laboratory and plant equipment, including updating logbooks and ordering needed parts and equipment;
- Performs a variety of customer support functions, including receiving and responding to customer complaints, explaining testing procedures and results, and responding to requests for testing;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Substantial knowledge of the standard methods utilized in the collection and analysis of water and wastewater samples;
- Substantial knowledge of applicable Federal, State and local codes, regulations, and permit limits;
- Substantial knowledge of the principles of chemistry and bacteriology;
- Substantial knowledge of safe handling and mixing procedures of bio-hazards and chemicals;
- Ability to interpret and comprehend test procedures;
- Ability to analyze and interpret results from a variety of laboratory tests of water and wastewater samples;
- Ability to maintain and prepare accurate reports and records;
- Ability to conduct chemical and microbiological analyses;
- Ability to perform assigned work in accordance with a variety of hazardous and toxic materials;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Biology, Chemistry, or closely related field; and
- Some (one to three years) experience performing water and wastewater analyses.

Required Special Qualifications

- Valid Class C California State Driver's License;
- Certified Grade I Laboratory Analyst within 2 years of hire.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a laboratory in water and wastewater facilities and in the field.